

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, 6<sup>th</sup> Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**February 14, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 p.m., March 13, 2020.**

The agency and Real Property Services will determine which proposal best suits the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms)

Sincerely,  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION  
DIVISION OF STATE HUMAN RESOURCES**

**OFFICE SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the division seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposal to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposal should be submitted initially.

**LEASE CRITERIA – South Carolina Department of Administration, Division of State Human Resources**

- Location: Richland County
- Expected occupancy date: As soon as possible
- Total space needed is approximately 8,000 rentable square feet +/- depending on circulation and common area factor. Will consider either contiguous space or 2 separate spaces in the same building: one to accommodate the Division of State HR and one to accommodate Training and Development. Please include both rentable and usable square feet in the proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
- **Division of State Human Resources**
  - **Personnel Areas**
    - One (1) office of approximately 180 square feet
    - Four (4) offices of approximately 120 square feet each
    - Twenty-two (22) workstations of approximately 48 square feet each
  - **Standard Support Areas:**
    - One (1) reception area, to accommodate up to 6 people at a time of approximately 100 square feet
    - One (1) beverage alcove with 6 linear feet of cabinet with U.C refrigerator, sink, and microwave of approximately 24 square feet
    - One (1) break room (seating for 14 people) of approximately 320 square feet
    - One (1) print alcove with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
    - One (1) copy/print/mail/supply room (room for dedicated floor mounted printer and storage) and mail slots of approximately 200 square feet



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- One (1) LAN/computer room (for floor mounted racks) of approximately 100 square feet with separate HVAC or separate thermostat for temperature control and backup power
  - One (1) small storage room (open room) of approximately 120 square feet
  - One (1) medium conference room to seat up to 8 people of approximately 250 square feet
  - One (1) small conference room (seating for up to 4) of approximately 120 square feet (will be located near hearing room)
  - Open area for filing cabinets of approximately 36 square feet
- **Special Support Areas:**
  - One (1) hearing room of approximately 960 square feet with seating for 21 people (room to be equipped with overhead projector, electronic white board, recording equipment and computer equipment). Landlord will provide wiring and cabling for equipment. Agency will provide equipment.
  - Two (2) rooms or waiting areas of approximately 100 square feet each (one on each side of the exterior of the hearing room)
- **Training and Development**
  - **Personnel Areas**
    - One (1) office of approximately 120 square feet
    - Seven (7) workstations of approximately 48 square feet each
  - **Standard Support Areas:**
    - One (1) reception area, to accommodate up to 6 people at a time of approximately 100 square feet
    - One (1) print alcove with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet
    - One (1) large storage room (open room) of approximately 250 square feet
    - Open area for filing cabinets of approximately 18 square feet
  - **Special Support Areas:**
    - One (1) training room of approximately 1,000 square feet separated into two 500 square feet rooms. Desire sound proof for all walls surrounding training room. Provide electrical outlet for overhead projector. Desire ability to be able to control heating and air separately in training room. Wall must be able to support Smartboard and have electrical outlet.
    - One (1) storage room located near training room of approximately 120 square feet.
- If proposal is for contiguous space one (1) reception area, of approximately 200 square feet would be preferred versus two separate 100 square foot each reception areas.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 166 parking spaces are desired with 38 being reserved.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for at least 5, 7 and 10-year terms.



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- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at:**  
[https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) **or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by the Real Property Services by **4:00 p.m., March 13, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department of Administration, Division of State Human Resources (agency). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> FLOOR  
COLUMBIA, SC 29201  
PHONE: 803-737-1617 or 803-737-0644 FAX: 803-737-0592  
EMAIL: [RPS@admin.sc.gov](mailto:RPS@admin.sc.gov)

